WD 05-2431 (Rev.-3) was first posted on www.wdol.gov on 06/05/2007 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* \* REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR THE SERVICE CONTRACT ACT - 1 EMPLOYMENT STANDARDS ADMINISTRATION By direction of the Secretary of Labor | WAGE AND HOUR DIVISION WASHINGTON D.C. 20210 Wage Determination No.: 2005-2431 William W.Gross Division of Revision No.: 3 Director Wage Determinations| Date Of Revision: 05/29/2007

State: Oklahoma

OCCUPATION CODE - TITLE

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

## \*\*Fringe Benefits Required Follow the Occupational Listing\*\*

MINIMUM WAGE RATE

01000 -	Administrative Support And Clerical Occupations	
01011	- Accounting Clerk I	11.74
	- Accounting Clerk II	13.72
	- Accounting Clerk III	18.28
	- Administrative Assistant	20.53
	- Court Reporter	18.17
	- Data Entry Operator I	9.95
	- Data Entry Operator II	10.86
	- Dispatcher, Motor Vehicle	14.81
01070	- Document Preparation Clerk	11.99
01090	- Duplicating Machine Operator	11.86
	- General Clerk I	10.68
	- General Clerk II	12.50
	- General Clerk III	18.00
	- Housing Referral Assistant	18.26
	- Messenger Courier	9.49
	- Order Clerk I	11.20
	- Order Clerk II	14.08
01261	- Personnel Assistant (Employment) I	13.52
01262	- Personnel Assistant (Employment) II	15.16
	- Personnel Assistant (Employment) III	17.58
	- Production Control Clerk	19.05
	- Receptionist	10.02
	- Rental Clerk	12.06
	- Scheduler, Maintenance	12.94
	- Secretary I	12.94
	- Secretary II	15.76
	- Secretary III	18.26
	- Service Order Dispatcher	13.07
	- Supply Technician	20.53
	- Survey Worker	13.90
	- Travel Clerk I	11.09
	- Travel Clerk II	11.65
	- Travel Clerk III	12.22
	- Word Processor I	10.99
01612	- Word Processor II	12.33

01613 - Word Processor III	13.79
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.64
05010 - Automotive Electrician 05040 - Automotive Glass Installer	16.35
05070 - Automotive Glass Installer 05070 - Automotive Worker	15.47
05110 - Mobile Equipment Servicer	14.08
05130 - Motor Equipment Metal Mechanic	12.54
05160 - Motor Equipment Metal Worker	15.64
05190 - Motor Vehicle Mechanic	14.08 15.64
05220 - Motor Vehicle Mechanic Helper	11.98
05250 - Motor Vehicle Upholstery Worker	13.31
05280 - Motor Vehicle Wrecker	14.08
05310 - Painter, Automotive	14.86
05340 - Radiator Repair Specialist	14.08
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	15.64
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.04
07041 - Cook I 07042 - Cook II	7.94
07070 - Dishwasher	9.56
07130 - Food Service Worker	6.98
07210 - Meat Cutter	7.11
07260 - Waiter/Waitress	12.86
09000 - Furniture Maintenance And Repair Occupations	7.05
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.36
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.75
09110 - Furniture Repairer, Minor	13.31
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations 11030 - Cleaner, Vehicles	
11050 - Cleaner, Venicles 11060 - Elevator Operator	9.01
11090 - Gardener	8.57
11122 - Housekeeping Aide	10.75 8.57
11150 - Janitor	9.36
11210 - Laborer, Grounds Maintenance	9.04
11240 - Maid or Houseman	7.27
11260 - Pruner	8.74
11270 - Tractor Operator	10.09
11330 - Trail Maintenance Worker	9.04
11360 - Window Cleaner	9.46
12000 - Health Occupations	
12010 - Ambulance Driver 12011 - Breath Alcohol Technician	12.49
12011 - Bleath Alcohol Technician 12012 - Certified Occupational Therapist Assistant	14.26
12015 - Certified Octupational Therapist Assistant 12015 - Certified Physical Therapist Assistant	18.62
12020 - Dental Assistant	18.26
12025 - Dental Hygienist	12.71 28.08
12030 - EKG Technician	20.58
12035 - Electroneurodiagnostic Technologist	20.58
12040 - Emergency Medical Technician	12.49
12071 - Licensed Practical Nurse I	11.43
12072 - Licensed Practical Nurse II	12.79
12073 - Licensed Practical Nurse III	14.26
12100 - Medical Assistant	11.17
12130 - Medical Laboratory Technician	13.00
12160 - Medical Record Clerk 12190 - Medical Record Technician	11.24
12190 - Medical Record Technician 12195 - Medical Transcriptionist	13.54
12210 - Nuclear Medicine Technologist	11.24
	27.92
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12221 - Nursing Assistant I	8.06
12222 - Nursing Assistant II	9.06
12223 - Nursing Assistant III	9.89
12224 - Nursing Assistant IV	11.10
12235 - Optical Dispenser 12236 - Optical Technician	11.91
12250 - Optical rechnician 12250 - Pharmacy Technician	10.58
12280 - Phlebotomist	13.41
12305 - Radiologic Technologist	12.16
12311 - Registered Nurse I	19.68
12312 - Registered Nurse II	21.96
12313 - Registered Nurse II, Specialist	26.85
12314 - Registered Nurse III	26.85
12315 - Registered Nurse III, Anesthetist	32.49
12316 - Registered Nurse IV	32.49
12317 - Scheduler (Drug and Alcohol Testing)	38.95
13000 - Information And Arts Occupations	15.85
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	18.96
13042 - Illustrator II	20.96
13043 - Illustrator III	26.17
13047 - Librarian	18.55
13050 - Library Aide/Clerk	10.77
13054 - Library Information Technology Systems Administrator	16.76
13058 - Library Technician	11.07
13061 - Media Specialist I	11.83
13062 - Media Specialist II	13.23
13063 - Media Specialist III	14.75
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
13110 - Video Teleconference Technician	12.09
14000 - Information Technology Occupations 14041 - Computer Operator I	
14042 - Computer Operator II	13.27
14043 - Computer Operator III	14.91
14044 - Computer Operator IV	18.70
14045 - Computer Operator V	20.23
14071 - Computer Programmer I (1)	22.41
14072 - Computer Programmer II (1)	19.89
14073 - Computer Programmer III (1)	22.83
14074 - Computer Programmer IV (1)	27.62 27.62
14101 - Computer Systems Analyst I (1)	25.06
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.27
14160 - Personal Computer Support Technician	18.48
15000 - Instructional Occupations	20.10
15010 - Aircrew Training Devices Instructor (Non-Rated)	22.48
15020 - Aircrew Training Devices Instructor (Rated)	27.20
15030 - Air Crew Training Devices Instructor (Pilot)	29.92
15050 - Computer Based Training Specialist / Instructor	25.02
15060 - Educational Technologist	21.69
15070 - Flight Instructor (Pilot)	29.92
15080 - Graphic Artist	18.92
15090 - Technical Instructor	17.25
15095 - Technical Instructor/Course Developer	21.09
15110 - Test Proctor	15.76
15120 - Tutor	15.76

16000 - Laundry Dry Classics Description 2 2 2 2 2 2 2		
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupation 16010 - Assembler	ດຮ	
16030 - Counter Attendant		7.65
16040 - Dry Cleaner		7.65
16070 - Finisher, Flatwork, Machine		9.75
16090 - Presser, Hand		7.65
16110 - Presser, Machine, Drycleaning		7.65
16130 - Presser, Machine, Shirts		7.65
16160 - Presser, Machine, Wearing Apparel, Laundry		7.65
16190 - Sewing Machine Operator		7.65
16220 - Tailor		10.45
16250 - Washer, Machine		11.15
19000 - Machine Tool Operation And Repair Occupations		8.37
19010 - Machine-Tool Operator (Tool Room)		17.99
19040 - Tool And Die Maker		24.44
21000 - Materials Handling And Packing Occupations		24.44
21020 - Forklift Operator		13.81
21030 - Material Coordinator		19.12
21040 - Material Expediter		19.12
21050 - Material Handling Laborer		10.95
21071 - Order Filler	:	11.74
21080 - Production Line Worker (Food Processing)	•	13.81
21110 - Shipping Packer		12.05
21130 - Shipping/Receiving Clerk		12.05
21140 - Store Worker I		12 25
21150 - Stock Clerk		14.85
21210 - Tools And Parts Attendant		13.81
21410 - Warehouse Specialist		13.81
23000 - Mechanics And Maintenance And Repair Occupations		1
23010 - Aerospace Structural Welder		21.41
23021 - Aircraft Mechanic I		20.39
23022 - Aircraft Mechanic II		21.41
23023 - Aircraft Mechanic III	İ	22.48
23040 - Aircraft Mechanic Helper		14.81
23050 - Aircraft, Painter		16.03
23060 - Aircraft Servicer		16.76
23080 - Aircraft Worker		17.75
23110 - Appliance Mechanic		15.24
23120 - Bicycle Repairer		12.12
23125 - Cable Splicer		19.91
23130 - Carpenter, Maintenance		14.95
23140 - Carpet Layer		14.17
23160 - Electrician, Maintenance		17.43
23181 - Electronics Technician Maintenance I		16.32
23182 - Electronics Technician Maintenance II		22.61
23183 - Electronics Technician Maintenance III 23260 - Fabric Worker		25.36
23290 - Fire Alarm System Mechanic		15.04
23310 - Fire Extinguisher Repairer		16.94
23311 - Fuel Distribution System Mechanic		14.17
23312 - Fuel Distribution System Mechanic 23312 - Fuel Distribution System Operator		21.17
23370 - General Maintenance Worker		17.20
23380 - Ground Support Equipment Mechanic		15.49
23381 - Ground Support Equipment Servicer		20.39
23382 - Ground Support Equipment Worker		16.76
23391 - Gunsmith I		17.75
23392 - Gunsmith II		13.29
23393 - Gunsmith III		14.82
23410 - Heating, Ventilation And Air-Conditioning Mechanic		16.35
23411 - Heating, Ventilation And Air Contditioning Mechanic	(Beessant	17.20
18.20	INESECTOU	ractita)
23430 - Heavy Equipment Mechanic		17.20
23440 - Heavy Equipment Operator		16.82
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	- Instrument Mechanic	18.72
	- Laboratory/Shelter Mechanic	16.65
	- Laborer	9.38
	- Locksmith	16.58
23550	- Machinery Maintenance Mechanic	17.43
	- Machinist, Maintenance - Maintenance Trades Helper	17.20
23591	- Metrology Technician I	11.98
23592	- Metrology Technician II	18.72
23593	- Metrology Technician III	19.66
	- Millwright	20.63 17.44
	- Office Appliance Repairer	16.65
23760	- Painter, Maintenance	16.35
	- Pipefitter, Maintenance	19.06
	- Plumber, Maintenance	18.32
23820	- Pneudraulic Systems Mechanic	17.44
23850	- Rigger	17.75
	- Scale Mechanic	15.81
23890	- Sheet-Metal Worker, Maintenance	19.43
23910	- Small Engine Mechanic	15.49
	- Telecommunications Mechanic I	19.69
	- Telecommunications Mechanic II	20.64
	- Telephone Lineman	19.01
	- Welder, Combination, Maintenance	17.20
	- Well Driller - Woodcraft Worker	17.44
	- Woodworker	17.44
	Personal Needs Occupations	13.79
24570	- Child Care Attendant	
	- Child Care Center Clerk	8.41
	- Chore Aide	12.06
	- Family Readiness And Support Services Coordinator	8.73
24630	- Homemaker	10.02 15.64
	Plant And System Operations Occupations	13.04
25010	- Boiler Tender	22.39
25040	- Sewage Plant Operator	15.27
25070	- Stationary Engineer	22.39
	- Ventilation Equipment Tender	13.00
	- Water Treatment Plant Operator	14.86
27000 -	Protective Service Occupations	
	- Alarm Monitor	12.73
	- Baggage Inspector	11.19
	- Corrections Officer	17.42
	- Court Security Officer	19.68
	- Detection Dog Handler	15.03
	- Detention Officer	17.42
	- Firefighter - Guard I	18.83
	- Guard II	11.19
	- Police Officer I	15.03
	- Police Officer II	20.53
	Recreation Occupations	22.82
28041	- Carnival Equipment Operator	0.40
28042	- Carnival Equipment Repairer	9.42
28043	- Carnival Equpment Worker	10.14 7.38
	- Gate Attendant/Gate Tender	12.14
	- Lifeguard	10.82
28350	- Park Attendant (Aide)	13.58
28510	- Recreation Aide/Health Facility Attendant	9.91
28515	- Recreation Specialist	12.82
28630	- Sports Official	10.82
28690	- Swimming Pool Operator	15.22
29000 -	Stevedoring/Longshoremen Occupational Services	

29010 - Blocker And Bracer		
29020 - Hatch Tender		17.57
29030 - Line Handler		17.54
29041 - Stevedore I		17.54 16.57
29042 - Stevedore II		18.50
30000 - Technical Occupations		10.00
30010 - Air Traffic Control Specialist, Center (HFO) (2)		32.38
30011 - Air Traffic Control Specialist, Station (HFO) (2)		22.33
30012 - Air Traffic Control Specialist, Terminal (HFO) (2) 30021 - Archeological Technician I		25.06
30022 - Archeological Technician II		15.46
30023 - Archeological Technician III		18.59 23.01
30030 - Cartographic Technician		21.63
30040 - Civil Engineering Technician		22.21
30061 - Drafter/CAD Operator I		14.05
30062 - Drafter/CAD Operator II		18.53
30063 - Drafter/CAD Operator III 30064 - Drafter/CAD Operator IV		20.65
30081 - Engineering Technician I		21.63
30082 - Engineering Technician II		14.93 18.70
30083 - Engineering Technician III		20.55
30084 - Engineering Technician IV		26.62
30085 - Engineering Technician V		30.72
30086 - Engineering Technician VI		35.25
30090 - Environmental Technician 30210 - Laboratory Technician		20.60
30240 - Mathematical Technician		16.28
30361 - Paralegal/Legal Assistant I		22.75
30362 - Paralegal/Legal Assistant II		17.11 21.19
30363 - Paralegal/Legal Assistant III		25.93
30364 - Paralegal/Legal Assistant IV		31.37
30390 - Photo-Optics Technician		21.63
30461 - Technical Writer I 30462 - Technical Writer II	15.21	
30463 - Technical Writer III		18.60
30491 - Unexploded Ordnance (UXO) Technician I		22.51 20.58
30492 - Unexploded Ordnance (UXO) Technician II		24.90
30493 - Unexploded Ordnance (UXO) Technician III		29.85
30494 - Unexploded (UXO) Safety Escort		20.58
30495 - Unexploded (UXO) Sweep Personnel		20.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs 30621 - Weather Observer, Senior (3)	(3)	19.24
31000 - Transportation/Mobile Equipment Operation Occupations		22.14
31020 - Bus Aide		10.56
31030 - Bus Driver		13.33
31043 - Driver Courier		12.33
31260 - Parking and Lot Attendant 31290 - Shuttle Bus Driver		8.00
31310 - Taxi Driver		13.43
31361 - Truckdriver, Light		9.49 13.43
31362 - Truckdriver, Medium		15.17
31363 - Truckdriver, Heavy		16.94
31364 - Truckdriver, Tractor-Trailer		
199000 Minary 1 0		16.94
99000 - Miscellaneous Occupations		16.94
99030 - Cashier		16.94 7.57
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer		16.94 7.57 8.41
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer 99251 - Laboratory Animal Caretaker I		7.57 8.41 22.02
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer 99251 - Laboratory Animal Caretaker I 99252 - Laboratory Animal Caretaker II	1:	16.94 7.57 8.41
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer 99251 - Laboratory Animal Caretaker I 99252 - Laboratory Animal Caretaker II 99310 - Mortician	1	7.57 8.41 22.02 9.96 0.59 23.29
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer 99251 - Laboratory Animal Caretaker I 99252 - Laboratory Animal Caretaker II 99310 - Mortician 99410 - Pest Controller	1	7.57 8.41 22.02 9.96 0.59 23.29 12.41
99030 - Cashier 99050 - Desk Clerk 99095 - Embalmer 99251 - Laboratory Animal Caretaker I 99252 - Laboratory Animal Caretaker II 99310 - Mortician	1(	7.57 8.41 22.02 9.96 0.59 23.29

00711	
99711 - Recycling Specialist	12.33
99730 - Refuse Collector	
99810 - Sales Clerk	10.88
	10.81
99820 - School Crossing Guard	7.43
99830 - Survey Party Chief	
	21.47
99831 - Surveying Aide	12.07
99832 - Surveying Technician	
	17.31
99840 - Vending Machine Attendant	11.50
99841 - Vending Machine Repairer	
	13.84
99842 - Vending Machine Repairer Helper	11.18

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

## \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  $\{Standard\ Form\ 1444\ (SF\ 1444)\}$ 

## Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.